

Phase 4 Management Team Meeting		DATE	June 26, 2018
		ROOM	M2M240
CHAIR	Dr. Norah Duggan		
MINUTE TAKER	Sandy Williamson		
MEMBERS: 2016 - 2017	<p><i>Dr. Norah Duggan, Phase 4 Lead</i> <i>Dr. Deanna Murphy, CDC Obstetrics/Gynecology</i> <i>Dr. Joe Lockyer, CDC Internal Medicine</i> <i>Dr. Chris Smith, CDC Surgery</i> <i>Dr. Cathy Murray, Electives Coordinator</i> <i>Dr. Jessica Bishop, CDC Rural Family Medicine</i> <i>Dr. Tyna Doyle, CDC Pediatrics</i> <i>Dr. Chris Patey, Selectives Coordinator</i> <i>Diana Deacon, Student Assessment Subcommittee (SAS)</i> <i>Gerona McGrath, Medical Education Scholarship Committee (MESCC)</i> <i>Dr. Jennifer Leonard, Course Chair MED 7280</i> <i>Dr. Tom Laughlin, Assistant Dean, New Brunswick – joins by videoconference</i> <i>Dr. Jason Chan, Undergraduate Coordinator PEI - joins by videoconference</i> <i>Verna McInnis, Acting Clerkship Coordinator PEI - joins by videoconference</i> <i>Melissa Dunnett, Manager, (New Brunswick) - joins by teleconference</i> <i>Dr. Tim Hierlihy, CDC, Psychiatry and Phase 4 Research Lead</i> <i>Dr. Tanis Adey, Associate Dean, UGME</i> <i>Dr. Scott Moffatt, Assistant Dean, Student Affairs</i> <i>Peter Gregory, student rep, class of 2019</i> <i>Alison Haynes, Faculty Lead, Curriculum</i> <i>Dr. Eric Smith, CDC, Discipline of Emergency Medicine</i> <i>Dr. Jeremy Pridham, Acting CDC, Discipline of Anesthesia</i> <i>Dr. Sahar Iqbal, Practice Continuum Course Chair MED 8750</i> <i>Carla Peddle, UGME Coordinator</i> <i>Lisa Russell, Medical Education Coordinator, New Brunswick – joins by teleconference</i> <i>Dawn Keenan, Program Manager, New Brunswick - joins by teleconference</i> <i>David Stokes, HSIMS</i> <i>Kyle Massey, Curriculum and Accreditation Advisor</i></p>		
PARTICIPANTS	Dr. Tanis Adey, Dr. Tim Hierlihy, Gerona McGrath, Verna McInnis, Diana Deacon, Carla Peddle, Dr. Tyna Doyle, Dr. Kyle Massey, Dr. Jason Chan, David Stokes, Dr. Deanna Murphy, Dr. Joe Lockyer, Dr. Chris Smith, Dr. Cathy Murray, Dr. Alison Haynes, Peter Gregory, Dr. Eric Smith, Lisa Russell		
GUESTS	Katrin Zipperlen		
REGRETS	Dr. Tom Laughlin, Dr. Jessica Bishop, Dr. Sahar Iqbal, Dr. Scott Moffatt, Dr. Jeremy Pridham, Dr. Chris Patey		
AGENDA	ITEM	DISCUSSION	ACTION
#2 THE AGENDA	<ul style="list-style-type: none"> Item 1 and 2 Call to order and Agenda 	Announcement Dr. Leonard leaving APC Course Chair, those interested in position should contact UGME, there will be a call for expressions of interest.	Agenda approved: Moved: Dr. Adey Seconded: Dr. Lockyer

#3 APPROVAL OF MINUTES: June 26/2018	<ul style="list-style-type: none"> • Item 3.1 Minutes 	Minutes of May 17, 2018, were approved.	Minutes Approved: Moved: Dr. Adey Seconded: Dr. Murray
#4 PRESENTATIONS	<ul style="list-style-type: none"> • Item 4.1,2,3 • NB Update • PEI Update 	<ul style="list-style-type: none"> • NB update: Working on the LIC. • PEI update: 2 RFM students rotating. PEI MOU being reviewed and updated, Dr. Chan reviewing as well. Noted to review both faculty engagement and site visits, as well as faculty appointments. 	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> • Item 5.1 Progress Testing Update 	<ul style="list-style-type: none"> • Dr. Duggan went back to SAS May 30. Discussing Pros and Cons took time. Class poll revealed they would like Progress testing. It passed at SAS - with caveat – that we not include Summative mark on MSPR and that we assess it closely for effectiveness. Most Schools don't put marks on MSPR. It passed unanimously At UGMS on the 20th. We can give Stage 0 exam a month into Core possibly, with 1, 4, 8, and 12 months into Core for exam sittings. Next year build it into Phase 4 Prep. Need to consider how we give formative feedback for learners performing below average. 	
	<ul style="list-style-type: none"> • Item 5.2 Elective Update 	<ul style="list-style-type: none"> • Post-UGMS meeting, Dr. Adey reported back that discussion suggested doing all electives in one discipline is pedagogically unsound, the Class of 2021 cannot exceed a maximum of 8 weeks in one entry-level discipline. • Decided to not report NBME marks on MSPR. 	Motion Dr. Adey: To not include NBME mark on MSPR for Class of 2019. Seconded by Peter Gregory.
	<ul style="list-style-type: none"> • Item 5.3 MSPR – NBME (re-writes) 	<ul style="list-style-type: none"> • Cannot change the Assessment Plan mid-year, so will not allow re-writes for current Class. 	
#6 NEW BUSINESS	<ul style="list-style-type: none"> • Item 6.1 Protected Tim and Duty Hours 	<ul style="list-style-type: none"> • Learners may take two hours a week for personal business, should be approved by preceptor beforehand, Dr. Adey bringing to FMC. CDCs to discuss with preceptors/residents. Inform APAs at APA meeting. 	
	<ul style="list-style-type: none"> • Item 6.2 Leave During Core 	<ul style="list-style-type: none"> • Re-word policy for Registrar, approving leaves of absences so learners would not have to repeat whole core year, in some circumstances, not withdrawals. 	Move ahead with making policy reflective of allowing leaves of absences without having to repeat entire core year, with general Team support to go forward. Dr. Duggan and Dr. Adey to work on it.
	<ul style="list-style-type: none"> • Item 6.3 Confirmation that no 	<ul style="list-style-type: none"> • Consensus to leave Mandatory Procedures as they are. 	

	changes to PCEs and Mandatory Procedures	<ul style="list-style-type: none"> • PCEs which are tracked to EPAs now are fine as well. Dr. Duggan will be looking into building Indigenous Curriculum into PCEs. • All EPAs will be listed on the ITARs. 	
#7 STANDING ITEMS	<ul style="list-style-type: none"> • Item 7.1 Student Reports 	<ul style="list-style-type: none"> • Peter Gregory asked for info on the LMCC, Dr. Adey will contact Steve Pennell at HSIMS re: next year’s exam. There was a student presentation on the Clinic Card App. Learners don’t want to feel like they are harassing preceptors. • Can mini-CEX be scheduled for all disciplines, as surgery does? • New Brunswick student had feedback interested in contact for s/electives. • Would like more clinics, IM has no clinic week. 	Action Item: Sandy will reach out to NB learners and remind them they are encouraged to contact selective and elective assistants.
	<ul style="list-style-type: none"> • Item 7.2 PESC Update 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.3 Clinic Card App update 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.4 Accreditation Report 	<ul style="list-style-type: none"> • Dr. Massey reported on the recent Accreditation Visit, thanking everyone for their participation. Everything went well, and an interim accreditation report will be posted. Gregory asked that CDCs be made aware that clerks may need time off to attend meetings during Accreditation Visits, (they should give adequate notice as well in return). 	
	<ul style="list-style-type: none"> • Item 7.5 MSPR Revision Working Group 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.6 Fac Devmpt Update 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.7 LIC Implementation 	<ul style="list-style-type: none"> • Deferred. 	
	<ul style="list-style-type: none"> • Item 7.8 Progress Testing Implementation 	<ul style="list-style-type: none"> • Covered above. 	
ADJOURNMENT		<ul style="list-style-type: none"> • Next Meeting: July 19, 2018 	